

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

| CLASSIFICATION TITLE | OFFICE/BRANCH/SECTION | |
|---|--|----------------|
| Senior Transportation Engineer (Specialist) | Office of Policy Development & Quality Assurance | |
| WORKING TITLE | POSITION NUMBER | EFFECTIVE DATE |
| Policy Liaison | 913-110-3161-014 | October 2014 |

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the general direction of the Chief, Office of Procedures Development and Quality Assurance (PDQA), a Supervising Transportation Engineer, the Senior Transportation Engineer is responsible for providing guidance to the districts on new and existing policies and procedures in compliance with federal and state regulations. Conducts process reviews of local agencies to ensure compliance with the Local Assistance Procedure Manual (LAPM). The incumbent will serve as the subject matter expert for the Division of Local Assistance (DLA) in one or more areas developing federal-aid transportation projects throughout the State of California.

TYPICAL DUTIES:

Percentages

Essential (E)/ Marginal (M)¹

Job Description

- 35% (E) Develop program policies and procedures to ensure DLA and its partners are in compliance with federal and state requirements. Subjects include but not limited to Disadvantaged Business Enterprise (DBE), construction and consultant contracts, construction administration, project development process, Title VI, and Americans with Disabilities Act (ADA). The incumbent will represent PDQA at meetings and provide guidance to upper management. Develop training and provide direction to districts and local agencies on the policy and procedures.
- 30% (E) Participate on various committees and lead multi-disciplinary teams to develop and/or improve DLA's guidelines and procedures. Provide details and guidance regarding existing policy and procedures and respond to inquiries from the districts, local agencies, and other organizations.
- 25% (E) Coordinate and conduct Local Assistance process reviews with the Federal Highway Administration (FHWA), Headquarters (HQ's), district and the local agencies. Lead the

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process reviews and develop the final reports. Based on the recommendations and findings from the process reviews, direct and organize changes in the Local Assistance Procedures Manual (LAPM), Local Assistance Program Guidelines (LAPG), Local Program Procedures (LPP's), and correspondence to FHWA, Caltrans, and the local agencies.

10% (M) The incumbent may act on behalf of the Chief, PDQA during his/her absence. Performs other duties as required.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

The incumbent provides functional direction and general assistance to the districts and divisions involved in the Local Assistance program. The incumbent does not provide direct supervision to any employees, but will serve as a lead worker and provide direction to other as assigned.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

The incumbent performs a wide array of analysis in planning his/her area's activities. The incumbent develops policy and procedures, conducts process reviews and recommends solutions to politically sensitive matters. Must have the ability to lead multi-disciplinary teams in developing policy and procedures and communicate to internal and external agencies. The incumbent must be fluent in Microsoft Office software used for day to day operations. The incumbent should be knowledgeable regarding the latest engineering practices and administrative policies required to produce effective policy and procedures that are acceptable to local agencies, Caltrans, and/or the FHWA. Knowledge of Caltrans' role in administering the Local Assistance program is essential. An understanding of project development procedures; American Association State Highway Transportation Officials (AASHTO), Caltrans, and local agency design standards; and other laws, rules, regulations, policy and procedures as they pertain to development of Local Assistance projects is preferred.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for decisions, actions, and consequences inherent in planning, organizing, and directing Local Assistance program activities. Sensitive, controversial, or highly technical decisions are reviewed by the Chief, PDQA. Errors would lower the Department's credibility in dealing with the FHWA and local agencies resulting in the loss of Federal funding at the State and local level, and projects delays.

PUBLIC AND INTERNAL CONTACTS

The incumbent has frequent contact with FHWA, city and county engineers, and the general public. The Senior Transportation Engineer has substantial internal contact with divisions and the district staff.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must have the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems and acknowledge the various responses without escalating tensions. Must be able to effectively communicate in English and may be required to make presentations, facilitate meetings, lead workshops, and serve on quality teams.

The incumbent must be able to sit for prolonged periods of time while using a keyboard/mouse and video display monitor or while reading, preparing, or reviewing documents or attending meetings. Field activities may require walking, climbing, and balancing. Must be able to use fine manipulation and/or simple grasping during the course of the workday. Must be capable of sustained mental activity needed for report writing, auditing, problem solving, analysis, and reasoning. Must be able to handle a workload that may be subject to frequent, substantial, and unexpected changes that could affect the scheduling or completion of assignments.

The incumbent must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must have the ability to develop and maintain cooperative, collaborative working relationships and recognize difficult, emotionally charged and/or sensitive situations and handle them effectively and appropriately. Must deal effectively with pressure, maintain focus and intensity, and yet remain optimistic and persistent, even under adversity.

The incumbent behaves in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service. The incumbent values cultural diversity and other individual differences in the workforce.

WORK ENVIRONMENT

The work environment is fast-paced and requires considerable flexibility in managing time, priorities, and assignments. It can be demanding and/or stressful. The work environment may include both office and field environments, including transportation construction zones. Incumbent may be required to travel to district offices, other state and federal agencies, and to the project sites. In the field the incumbent may experience all climatic conditions, including rain or snow. Proposed project sites and/or construction sites may be loud, dusty, or dirty and may include rugged terrain. While at their base of operation, employee will work in a climate-controlled office under artificial lighting. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

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EMPLOYEE (Print)

EMPLOYEE (Signature)

Date

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Supervisor (Print)

Supervisor (Signature)

Date